

## Position Vacancy Announcement #03-001

### UNITED STATES PROBATION OFFICE CENTRAL DISTRICT OF ILLINOIS

<b>Position Title:</b>	<b>Chief Probation Officer</b>	<b>Opening Date:</b>	<b>March 1, 2003</b>
<b>Salary Range:</b>	<b>\$78,635 - \$136,235</b>	<b>Closing Date:</b>	<b>April 30, 2003</b>
<b>Classification:</b>	<b>JSP 14, 15, 16, 17</b>	<b>Starting Date:</b>	<b>August 1, 2003</b>

The Central District of Illinois serves 46 counties. Probation officers provide services to four active and two senior district judges, and four U.S. magistrate judges. The Probation Office has offices in Peoria, Springfield, Rock Island, and Urbana. The Probation Office consists of a total staff complement of 30 probation officers, 6 administrative and automation staff, and 11 clerical staff. The official duty station for this position will be determined by the court and will be in either Peoria, Springfield, or Urbana. Any relocation expenses must be borne by the successful applicant.

**Introduction:** The Chief Probation Officer position is a Court Unit Executive who administers and manages federal probation and parole services within the Central District of Illinois. This position is under the administrative direction of the Chief Judge of the U.S. District Court and is directly responsible for the administration of the Probation Office. The Chief Probation Officer is responsible for insuring expeditious processing of pretrial and presentence investigations for the courts; supervision of offenders on bond, probation, or on supervised release from prison; promulgating policies, procedures, and guidelines necessary to insure an appropriate level of service; budgetary oversight for the probation office; selecting candidates for appointment; compliance of the court's equal employment opportunity and employment dispute resolution plans; supervising and establishing training for the staff, maintaining liaison with the Chief Judge and all judicial officers and cooperative relationships with other probation offices and all components of the criminal justice system.

#### **Qualification Requirements:**

**Education:** Applicants must have a bachelor's degree from an accredited college or university in a related field, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position. An advanced degree in an appropriate area including a Juris Doctor is preferred.

**Experience:** Applicants must have a minimum of six years of specialized experience. Salary and classification level is contingent on education and experience. Progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community correction, probation and/or pretrial programs is required. Experience in fields such as education guidance counselor, social worker, caseworker, psychologist, substance abuse specialist, and correctional researcher may constitute a portion of the specialized experience. Specialized experience must be earned after the bachelor's degree is granted. Completion of one academic year of graduate study in one of the social sciences may be substituted for one year of specialized experience; or completion of a master's degree or two years of graduate study in an accredited university in one of the social sciences or a Juris Doctor degree may be substituted for two years of specialized experience. No more than two years of academic achievement may be substituted for specialized experience. Experience as a police officer, FBI agent, customs agent, marshal, or similar positions do not meet the requirements of specialized experience.

## **Position Duties and Responsibilities:**

- Organizes the probation office to insure expeditious handling of investigative work for the courts, institutions, and parole authorities to include effective case supervision of defendants, probationers, parolees, and supervised releasees.
- Reviews, analyzes, and interprets statutory, Judicial Conference, and Parole Commission requirements for the administration of probation and parole services; promulgates policies, procedures, and guidelines necessary to meet these requirements.
- Maintains administrative liaison with the court of jurisdiction to include promulgating policies, procedures and guidelines to meet the unique needs of the court, along with standards to insure an appropriate level of service delivery.
- Selects and recommends candidates for appointment as probation officers, and all other personnel; provides specific recommendations to the court in all other personnel matters including promotions, salary increases, disciplinary actions, and dismissals; determines that all personnel are carefully selected and adequately trained; makes certain the work of all subordinates is systematically evaluated.
- Supervises the staff of the office including all clerical, professional, supervisory, and administrative personnel.
- Makes estimates of personnel, space allocation, and operating allowance needs; approves requisitions; certifies vouchers for payment; and maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment, and supplies.
- Establishes and administers continuing in-service training programs to insure high quality service delivery through consistent staff development.
- Maintains a system of communication, enabling awareness of pertinent information at all levels; delegates decision making responsibility at appropriate levels; provides qualitative and quantitative measures of work performance and assures accountability with minimal interference to service delivery.
- Maintains liaison with the Chief Judge and other judges; makes specific recommendations regarding court-related criminal justice issues with particular emphasis on matters relating to sound sentencing practices.
- Establishes and maintains training to insure familiarity with the guidelines and policies of the U.S. Sentencing Commission.
- Establishes and maintains cooperative relationships with other probation offices to assure all requests for assistance from other districts are met promptly and effectively.
- Establishes and maintains cooperative relationships with all components of the criminal justice system to include Federal, state, and local law enforcement, correctional, and social service agencies.
- Promotes and maintains conditions which encourage staff loyalty, enthusiasm, and morale.
- Develops and maintains a public relations program which explains probation, parole, and other correctional services to the community; assumes responsibility for communication to the news media; has outstanding communication skills.
- Monitors community events and issues with special attention on alleviating hazardous office and field incidents.
- Administers a program of pretrial services within the district.
- Performs related duties as required by the court.

**Interested persons** should submit one original and four copies of a letter of application and a resume not later than the close of business (5:00 p.m.) on Wednesday, April 30, 2003, to:

Mr. John M. Waters  
U.S. District Clerk  
U.S. District Court, Central Illinois  
151 Federal Building  
600 E. Monroe Street  
Springfield, Illinois 62701

**Equal Opportunity Employer**